



E911 COORDINATOR FORUM ATTENDANCE POLICY

Cancels:

E911 Coordinator Forum Attendance Policy (July 1, 2005)

See Also:

State Travel Regulation: <http://www.ofm.wa.gov/policy/10.htm>, as amended

State Airfare Regulations

<http://www.ofm.wa.gov/policy/10.50.htm#10.50.70>

E911 COORDINATOR FORUM ATTENDANCE POLICY

This policy applies to all counties as attendance and associated travel costs for Coordinator Forums are directly reimbursed to the eligible employee based on State travel regulations.

1. Coordinator Forum Attendance

911 Coordinators and respective eligible employees are encouraged to attend all Coordinator Forums meetings. County 911 Coordinators from counties that have E911 Operation contracts with the state are required to attend all Coordinator Forums. 911 Coordinators and respective eligible employees will be reimbursed eligible travel expenses for all Coordinator Forums attended.

2. Reimbursement

- a. All 39 of Washington's counties are eligible to receive State E911 Program reimbursement for up to three eligible employees to attend the Coordinator Forums. Reimbursement includes meals, travel and lodging incurred in accordance with Washington state travel regulations.
- b. Required attendance for operational contract counties shall include the 911 Coordinator and one other individual depending on the forum topic. A third eligible employee is optional. The Forum topics are:
 - October - Public Education Coordinator and the 911 Coordinator
 - March – Training Coordinator and the 911 Coordinator
 - June – 911 Coordinator
- c. Operational Non-Contracted counties may send the 911 Coordinator and two additional people to any E911 coordinator forum. The 911 Program will reimburse travel costs for all three in accordance with Washington State travel regulations.
- d. Additional employees of a jurisdiction may attend at the county expense.
- e. In order to be eligible for reimbursement by the State Office, counties must submit to the State Office no later than 30 days prior to the first day of each forum the number of people attending the forum. The list of names should include the travel method (privately owned vehicle, government vehicle, passenger in another vehicle, etc.) and indicate if the individual is sharing a room with another county-reimbursed employee.
- f. A travel expense voucher must be completed by the eligible employee and submitted to the State Office at the end of the Coordinator Forum.
- g. The travel expense reimbursement will be paid directly to the individuals, not to the county or any other organization.

3. State Travel Regulations

- a. Eligible employees are to make their own travel arrangements and are encouraged to refer to <http://www.ofm.wa.gov/policy/10.htm> for guidance. This includes use of the state travel charge card system for acquisition of airfare as required by <http://www.ofm.wa.gov/policy/10.50.htm#10.50.70>. Travel authorization numbers necessary to comply with this requirement will be issued by the E911 Program on request.
- b. Lodging
 - 1. One-way travel to home or work (whichever is closer) must be greater than 50 miles or one-hour driving time
 - 2. Original receipt required
- c. Meals
 - 1. Eligible for reimbursement in conjunction with overnight travel at the approved State rate. In order to qualify for meal reimbursement, the entire meal period has to be in a travel status. Meal periods are: Breakfast 0630-0800, Lunch 1100-1300, Dinner 1700-1830.
 - 2. Eligible for reimbursement for one-day travel after traveler has been in travel status for three hours beyond the traveler's regularly scheduled working hours for any one day. The three hours may consist of hours occurring before and/or after the traveler's regularly scheduled working hours for the day.

Approved by:


Robert Oenning, State E911 Administrator

Distribution:

Hard copy: Counties with FY05 contract files, E911 Administrator, all E911 State Staff

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